

Administrative Policy 3-09 Health and Wellness Committee

SUBJECT: Health and Wellness Committee

DATE: September 1, 2020

PURPOSE: To establish an employee committee to consider matters relating to the health and wellness of City of Lawton Employees.

BACKGROUND: The City of Lawton previously offered a self-funded Health Plan to employees, retirees and eligible dependents. With the self-funded plan, it was important to have employee involvement of the plan in order to make the plan as effective as possible. Therefore, a Health Plan/Cafeteria Plan Review Committee was established. However, the City of Lawton no longer offers a self-funded plan, but now offers a fully insured plan. With the fully insured plan, the focus has slightly shifted with an emphasis on health and wellness education, incentives and activities, while continuing to provide input and recommendations on health plans.

POLICY: The Health and Wellness Committee is to promote employee health and wellness in a proactive manner. The committee will assist with educating employees on benefits available to them and provide input/recommendations to City management regarding health and wellness plans, activities and incentives.

1. Membership. The Employee Health and Wellness Committee shall consist of the following members:

A. Two representatives and one alternate representative shall be appointed by the president of each bargaining unit which represents Police Officers, Firefighters. Alternate representative shall vote only in the absence of primary members.

B. Four representatives to be appointed by the chairperson of the Employee Advisory Committee. Four alternate representatives shall also be appointed to attend in the absence of primary members and shall vote only in the absence of primary members. NOTE: At the time of establishment, any member of the existing *Wellness Committee* shall be one of the four representatives or alternates.

C. One retiree representative and one alternate representative to be appointed by the City Manager. The alternate representative shall vote in the absence of primary member.

2. Appointments. Appointments of the committee members shall be for an indefinite period, until replaced by the appointing authority, or upon the member's resignation from their appointment. When a vacancy occurs the appropriate appointing authority shall appoint a new member or alternate to fill the vacancy. The list of members and alternates shall be provided to the Human Resources Department in writing for the member or alternate to be eligible to vote.

3. Chairman. One of the primary members shall be elected by popular vote of the committee membership to serve as chairman for a period of one year. The election shall be conducted annually during the first regular committee meeting in July.

4. Meetings. The committee shall meet regularly at least once every two months at a predetermined time and place.

5. Quorum. A quorum shall consist of at least five regular members or properly seated alternates.

6. Duties and Responsibilities. The duties and responsibilities of the Health and Wellness Committee are as follows:

A. Provide input on health and wellness incentives and events.

B. Inform/educate employees on benefit plans, health and wellness events and incentives.

C. Inform and represent to the entire committee the desires of employee groups concerning benefit plans, coverage, rates, events and incentives.

D. Review and provide recommendations to the Human Resources Director and City Manager concerning benefit plans, coverage, rates, health and wellness events, incentives and opportunities.

REFERENCES: None

RESCISSION: This policy rescinds Administrative Policy 3-9 dated September 1, 2019 and remains in effect until rescinded.

EFFECTIVE DATE: September 1, 2020

RESPONSIBLE DEPARTMENT: Human Resources



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Michael Cleghorn, City Manager